Introduction:

The HUD Annual Performance Report (APR) is a reporting tool used by the department of Housing and Urban Development (HUD) to track the progress and accomplishments of homeless assistance programs funded by the department. Providers that receive funding from HUD for certain programs are required to submit an APR at least annually.

The CoC-APR 2018 report is the official tool in Service Point used to review and extract this data from the DC-HMIS system in preparation for APR submissions to HUD. The CoC-APR 2018 report is managed by our vendor, WellSky, and is in compliance with all current HUD and HMIS data standards.

Even though this report is meant for providers that have to submit APRs to HUD it is an extremely useful report for reviewing Universal Data Elements (UDEs) as well as Program Specific Data Elements for any project that captures Entry/Exits in the DC-HMIS. This report is also helpful in identifying length of stay in a project, individuals/households served as well as chronically homeless individuals. TCP also uses this report to review provider data for the Weekly Occupancy Report and the quarterly PQI Reports. This report allows providers to review data for one program or for multiple programs at one time using the "provider groups" feature.

When reviewing the data on this report pay special attention to anything marked as "client doesn't know/refused", "data not collected", "data issues", "information missing" or "error count" as it indicates there is client data that is incongruent or missing. Also, be mindful of your program's requirements and make sure the report is reflecting that clients meet these requirements (e.g. a PSH program is required to ensure all clients are Chronically Homeless at entry).

Please proceed to the next page for instructions on how to run the CoC-APR 2018 report in HMIS.

HOW TO RUN THE CoC-APR 2018 in Service Point:

1. Once logged into ServicePoint click on the "Reports" module on the left:
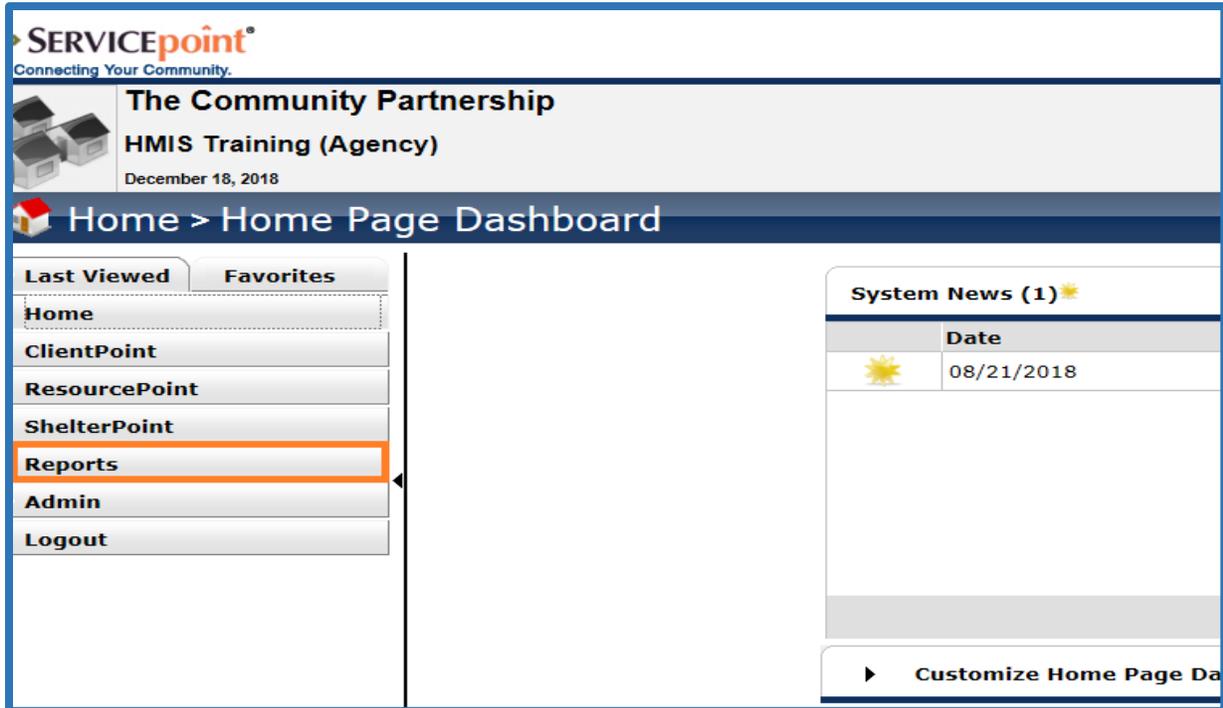
2. You will now be on the Report Dashboard. Click the button for the CoC-APR 2018
   a. **Please note that the button titled "CoC-APR" is an OLD version of this report and should not be used**
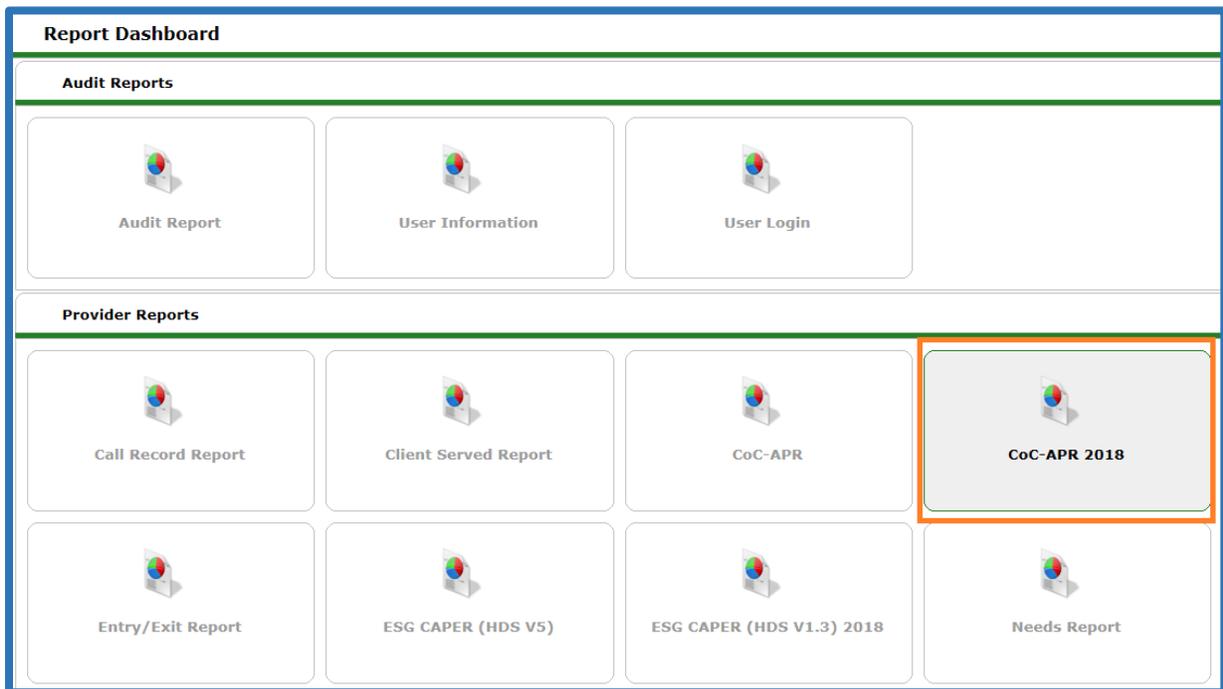
3. You will now need to fill-in prompts to review your data. First, you need select your "Provider Type"
   a. In most cases the "Provider Type" is simply "Provider" which means only one program is being pulled in to the report
   b. If you need to use the "Reporting Group" type to pull data on multiple programs please email TCP's HMIS help-desk for further assistance: hmis@community-partnership.org

Report Options

Provider Type	◉ Provider ○ Reporting Group
Provider*	HMIS Training (Agency) (1063) ∨
	○ This provider AND its subordinates ○ This provider ONLY
Program Date Range*	__/__/____ 🔴🔵🟢 to __/__/____ 🔴🔵🟢
Entry/Exit Types*	☐HUD ☐PATH ☐RHY ☐VA ☐HPRP (Retired)

Build Report   Download   Clear

4. Next select your program from the drop-down
   a. Some users may need to search for their program based on their access level and therefore would see a "Search" button rather than a drop-down

Report Options

Provider Type	◉ Provider ○ Reporting Group
Provider*	HMIS Training (Program) (1064) ∨
	○ This provider AND its subordinates ○ This provider ONLY
Program Date Range*	__/__/____ 🔴🔵🟢 to __/__/____ 🔴🔵🟢
Entry/Exit Types*	☐HUD ☐PATH ☐RHY ☐VA ☐HPRP (Retired)

Build Report   Download   Clear

5. Now enter the "Program Date Range" by completing the Start and End Date prompts
    a. Because this is a canned report it is different than ART in the sense that the end date is the actual last day of the reporting period rather than the day after
        i. Canned reports are not "24 hours behind" like ART reports which is helpful because data corrections can be made in HMIS and instantly reflected on these type of reports
    b. This report is designed to be run for a one-year period but can be used to look at data as of today or smaller intervals of time as well
        i. If you run this report for less than one year please be mindful that the income sections (19a1 – a3) may not provide accurate results as they are based off of annual assessments

6. Now select the "Entry/Exit Types"
    a. This would be the same entry type selected when creating your entry/exit records
    b. You can select multiple entry/exit types at one time

7. Now click "Build Report". In a few moments your data will populate below the "Report Options" section

8. The report is separated into 27 sections with each section reviewing different aspects of the data and/or interpreting the data in different ways
    a. An interesting feature of this report is the "Client Filter" option
        i. This feature always you to search for one client, or multiple clients, by entering the HMIS ID's into the "Client IDs" text box
            1. If searching for multiple clients be sure to separate each ID# with a comma
            2. By clicking "Client Search" or "Highlight Clients" it will mark in yellow each section that includes the client(s) data

9. Each of the **blue numbers** on this report are hyperlinks
    a. If you click on the blue numbers you will get a pop-up that shows you which clients' data are included in this section
    b. You can also download these lists to excel by clicking "Download Results" on the pop-up

10. If you are running this report to submit a HUD APR then click the "Download" button in the "Report Options" section
    a. This will create a CSV file of the report that can be downloaded to your computer and then uploaded to the SAGE repository

SECTIONS of the CoC-APR 2018 Report:

1. **Section 4 – Project Data**
   a. 4a – Project Identifiers in HMIS
2. **Section 5 – Overall Counts**
   a. 5a – Report Validations Table
3. **Section 6 – Data Quality**
   a. 6a – Data Quality: Personally Identifiable Information
   b. 6b – Data Quality: Universal Data Elements
   c. 6c – Data Quality: Income and Housing Data Quality
   d. 6d – Data Quality: Chronic Homelessness
   e. 6e – Data Quality: Timeliness
   f. 6f – Data Quality: Inactive Records: Street Outreach and Emergency Shelter
4. **Section 7 – Persons Served**
   a. 7a – Number of Persons Served
   b. 7b – Point-in-Time Count of Persons on the Last Wednesday
5. **Section 8 – Households Served**
   a. 8a – Number of Households Served
   b. 8b – Point-in-Time Count of Households on the Last Wednesday
6. **Section 9 – Street Outreach**
   a. 9a – Number of Persons Contacted
   b. 9b – Number of Persons Engaged
7. **Section 10 - Gender**
   a. 10a – Gender of Adults
   b. 10b – Gender of Children
   c. 10c – Gender of Persons Missing Age Information
8. **Section 11 – Age**
9. **Section 12 – Race & Ethnicity**
   a. 12a – Race
   b. 12b – Ethnicity
10. **Section 13 – Disabling Conditions**
   a. 13a1 – Physical and Mental Health Conditions at Start
   b. 13b1 – Physical and Mental Health Conditions at Exit
   c. 13c1 – Physical and Mental Conditions at Stayers
   d. 13a2 – Number of Conditions at Start
   e. 13b2 – Number of Conditions at Exit
   f. 13c2 – Number of Conditions for Stayers
11. **Section 14 – Domestic Violence**
   a. 14a – Domestic Violence History
   b. 14b – Persons Fleeing Domestic Violence
12. **Section 15 – Living Situation**
13. **Section 16 – Cash Income: Ranges**
14. **Section 17 – Cash Income: Sources**
15. **Section 18 – Client Cash Income Category: Earned/Other Income Category by Start and Annual Assessment/Exit Status**

16. **Section 19 – Client Cash Income Change**
    a. 19a1 – Client Cash Income Change: Income Source by Start and Latest Status
    b. 19a2 – Client Cash Income Change: Income Source by Start and Exit
    c. 19a3 – Client Cash Income Change: Income Source by Start and Latest Status/Exit
17. **Section 20 – Non-Cash Benefits**
    a. 20a – Type of Non-Cash Benefit Source
    b. 20b – Number of Non-Cash Benefit Sources
18. **Section 21 – Health Insurance**
19. **Section 22 – Lengths of Time**
    a. 22a1 – Length of Participation: CoC Projects
    b. 22b – Average and Median Length
    c. 22c – Length of Time between Project Start Date and Housing Move-in Date
20. **Section 23 – Exit Destinations**
    a. 23a – Exit Destination: More than 90 days
    b. 23b – Exit Destination: 90 days or less
21. **Section 25 – Veterans**
    a. 25a – Number of Veterans
    b. 25b – Number of Veteran Households
    c. 25c – Gender: Veterans
    d. 25d – Age: Veterans
    e. 25e – Physical and Mental Health Conditions: Veterans
    f. 25f – Cash Income Category: Income Category by Start and Annual/Exit Status – Veterans
    g. 25g – Type of Cash Income Sources: Veterans
    h. 25h – Type of Non-Cash Benefit Sources: Veterans
    i. 25i – Exit Destinations: Veterans
22. **Section 26 – Chronically Homeless Persons**
    a. 26a – Chronic Homeless Status: Number of Households w/at least one or more CH persons
    b. 26b – Number of Chronically Homeless Persons by Household
    c. 26c – Number of Chronically Homeless Persons
    d. 26d – Age of Chronically Homeless Persons
    e. 26e – Physical and Mental Health Conditions: Chronically Homeless Persons
    f. 26f – Client Cash Income: Chronically Homeless Persons
    g. 26g – Type of Cash Income Sources: Chronically Homeless Persons
    h. 26h – Type of Non-Cash Income Sources: Chronically Homeless Persons
23. **Section 27 – Youth**
    a. 27a – Age of Youth
    b. 27b – Parenting Youth
    c. 27c – Gender: Youth
    d. 27d – Living Situation: Youth
    e. 27e – Length of Participation: Youth
    f. 27f – Exit Destination: Youth